**ARTICLE X**

**MONETARY REQUESTS AND ASG SPECIAL PROJECTS**

It shall be the policy of the Associated Student Government to hear monetary requests from clubs, organizations, and individuals (hereafter referred to as “club or clubs”) that have complied with the procedures outlined in this Bylaw.

**Section 1- Type of Award**

Funds may be dispersed to clubs/organizations from Palomar College’s Associated Students Trust Fund (71) and the Student Representation Fee Trust Fund (72), based on the following:

**Clause I.** Awards made from the Student Representation Fee Trust Fund (72) are to be expended by governmental affairs representatives who may be stating their positions and viewpoints before city, county, and district governments and before officers and agencies of the state government.

**Clause II.** All other awards may be made from the Associated Students Trust Fund (71). It is the role of the ASG to approve all monetary requests and evaluate the extent to which they will benefit the students of Palomar College District.

**Section 2 - Amount of Monetary Award**

**Clause I.** Any club requesting funds shall be required to present their current account balance at the meeting in which the request is being made.

**Clause II.** No club shall receive in excess of $600 in matching funds per academic year. Any amount over $600 must be approved by a (2/3) majority vote.

**Clause III.** All fund requests are subject to the availability of an excess of more $60,000 in ASG Reserve Funds.

**Clause IV.** The ASG shall award no more than $6000 per semester during an academic year in Monetary Requests.

**Section 3 - Monetary Request Restrictions**

**Clause I.** Awarded funds shall not be spent on alcohol, or other controlled substances, or events that promote such.

**Clause II.** Awarded funds may be used for travel. All participants travelling on student dollars must adhere to the Students Rights and Responsibilities found in the Palomar College Catalog. These include Palomar District’s Drug and Alcohol Policy, Student Behavior Rules and Regulations, and the Student Conduct Code.

**Clause III.** Awarded funds may not be used for club scholarships.

1. Awarded Funds not used for travel shall be used in a way that will promote or advance the culture, diversity or duty to community of the A.S.P.C. on Campus or within the boundaries of the District of Palomar College.

**Section 4 - Responsibility to Match Funds**

1. All Clubs requesting money from the ASG shall be actively engaged in fundraising, and shall strive to match 50% of the amount requested from the ASG.
2. The body of proof of the Clubs effort to match funds provided by the ASG shall fall on the club requesting subsequent funds.
	1. Proof of the Clubs effort shall be provided by the club at the time they request subsequent funds. Failure to present proof shall result in the denial of the request.
	2. Proof of the funds raised by the club in said effort to match funds previously awarded shall be provided by the club at the time they request subsequent funds. Failure to present proof shall result in the denial of the request.
3. A monetary request, made by a club who has failed to match 50% of requested funds, must receive a (2/3) majority vote from the ASG in order to be approved.

**Section 5 - Monetary Request Process**

**Clause I.** Clubs requesting funds must be officially active, meaning that they have submitted their reinstatement forms to the Office of Student Affairs.

**Clause II.** Active Clubs will ask to have their fund request appear on the ASG

agenda.

**Clause III.** The club requesting funds shall send an informed representative to attend all meetings in which their monetary requests will be discussed by the ASG. The representative should be prepared to answer questions concerning the purpose of funds, the amount requested, and the club’s financial status. Incomplete information regarding the purpose of funds, the amount requested, or the club’s financial status, may cause the monetary request to be postponed until the clubs can provide complete information. The club may also choose to prepare a resolution or presentation for the ASG.

**Clause IV.** During the ASG general session, the Chairperson of the Inter-Club Council shall report on the favorable or unfavorable status, and the level of participation demonstrated by the club at campus events and ICC meetings.

**Clause V.** At the ASG general session, the monetary request will be treated as routine business, and shall be approved by a majority vote, unless the club failed to raise matching funds.

**Clause VI.** Upon approval, the club will complete and submit a “Requisition for

Funds” form, which can be obtained from the Office of Student Affairs.

**Clause VII.** The ASG Financial Liaison will inspect the requisitions forms and ensure that they are completed correctly. Incomplete and incorrect forms will be returned to the Club Advisor or whoever submitted the form.

**Section 6 - Disbursement of Funds**

**Clause I.** Funds will not be disbursed to clubs for items not listed clearly in the ASG

minutes, for the meeting in which the monetary request was approved.

**Clause II.** Contracts and Purchase Orders shall be dispersed through the Office of

Student Affairs.

**Clause III.** Clubs will present a copy of the approved ASG minutes containing their monetary request and all receipts to the Office of Student Affairs no later than 30 days from the date of purchase. The ASG Financial Liaison will review all receipts.

**Clause IV.** It shall be the duty of the ASG Financial Liaison and the Office of Student Affairs to inform the ASG President and Advisor of any discrepancies regarding the reporting of receipts, contracts, purchase orders, and related documents.

**Section 7 - Discrimination Statement**

**Clause I.** All persons shall be considered equally before the ASG's Constitution and Bylaws. No rights or privileges may be denied to any individual on the basis of, but not limited to, race, color, gender, ethnicity, marital or parental status, disabilities, age, religion, political affiliation, status as a veteran, or sexual orientation. In addition, the ASG shall not take any action to favor or disfavor any human being.

**Section 8 – ASG Special Projects**

1. The ASG may use ASG Funds to fund Special Projects approved by a 2/3 majority vote of the Board.
	* + 1. No more than $6000 per semester in an academic year shall be used for Special Projects.
				1. Funds for Special Projects shall come from ASG Reserve Funds provided there is an excess of $60,000 in ASG Reserve Funds
				2. The total cost of all Special Projects shall not cause ASG Reserve Funds to drop below $60,000.

REVISED 02/18/1998, 01/23/2008, 08/31/2005, 04/21/2010, 05/09/2012